



LOCAL GOVERNING COMMITTEE MEETING
ON Wednesday 8th November 2023 at 7pm at the school

Name	Governor Type	Attended
Jo Ball (HT)	Headteacher	Attended
Jenny Cannon (SBO)	School Business Officer	Attended
Michael Dobner (Chair)	Co-opted governor	Attended
Emily Fuller	Co-opted governor	Attended
Olivia Gunner	Staff (Teaching) Governor	Attended
Brett Hogan	Parent governor	Apologies
Emma Lad (Clerk)	Clerk	Attended
Sinead Parmar	Parent governor	Apologies
Denise Shaw	Parent governor	Attended
Safina Shan	Staff governor	Apologies

Governor challenge is highlighted in yellow

Governor actions are highlighted in italic

LHS – Laurance Haines School CTS – Cherry Tree School BFS – Beechfield School

Governor comments/ questions from Governor Hub are below in appendix B

The meeting started at 7.03pm

Action

KEY:	Approval	Information	For feedback/questions	Action
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No	ITEM	Action
1	Welcome, apologies and consent. <ul style="list-style-type: none"> Welcome Dirin Hamakarim, prospective co-opted governor – unfortunately Dirin was unable to attend at she is in Iraq at present. The governors approved Dirin's appointment as a co-opted governor subject to safer recruitment checks. The meeting was quorate. Apologies were sent by Brett Hogan, Sinead Parmar and Safina Shah. 	
2	Notification of any other business <p>There was no notification of any other business.</p>	



3	Conflict of interest with agenda items to be declared. There were no conflicts of interest with agenda items declared.	
4	Minutes of the last meeting (19.09.23) and matters arising The minutes were approved as an accurate record of the meeting and will be signed by the chair electronically via Governor Hub. All matters arising were completed see appendix A.	
5	Communication from the Trust a) Information and documentation from the Trust Trustees' minutes b) Governance framework – governors were reminded of the importance of the document.	
6	Governor Hub review and update: <ul style="list-style-type: none"> Confirmation the following areas have been completed by all governors. <ul style="list-style-type: none"> Equalities information update – governors were reminded to complete. Annual declarations to be read and approved – Brett and Jo 	All governors Brett Hogan/ HT
7	Chairs update <p>a) Termly Chairs meeting report</p> <ul style="list-style-type: none"> The Chair has visited 6 times including the open evening which went very well. This term the school has had issues including no WIFI and the chair thanked the HT for the work completed and their even temper throughout. Children's behaviour has been excellent on visits. Governor roles – <ul style="list-style-type: none"> EDI - Sinead Children's voice - Olivia Curriculum – Emily Disadvantaged pupils – Denise Finance - Brett Safeguarding – Mike H&S (for one term) – Mike Sports premium – Mike – Subjects review taking place with the provider on the 10th of November 2023 all day. <p><i>Agenda items for next meeting:</i></p> <ul style="list-style-type: none"> Sustainability reports to come to the governing body. Pupil voice – children to present at the beginning of the meeting. Curriculum – Simon to be asked to come along to the next meeting. <p>b) NGA skills audit feedback on results</p>	Clerk (Agenda)



	<p>The areas the board didn't score as highly on were:</p> <ul style="list-style-type: none"> • Governor experience of being Chair of governors – this is identified on the Trust risk assessment. • <i>Identify key tasks and risks – Governors asked the Trust to provide further training around identifying and managing risk. Clerk to follow up with SC and JR.</i> • Chairing a panel – unfortunately this can only come with more opportunity. 	Clerk
8	<p>Headteacher report</p> <p>a) Finance report – Presented by the School Business Officer</p> <p>The main changes are the cost-of-living changes. The teachers and Support staff pay increases will come through in the November pay.</p> <p>G: How much are we receiving in the teacher pay grant? SBO: The grant is only for two years and then it should be included in the central funding. The support staff pay increase is being funded from the school budget.</p> <p>The SBO explained that the reforecast is being carried out. Not all children in the school were present on census day and there has been a reduction in pupil premium numbers. This could lead to budgetary issues in two years for the school. There is a £13,000 deficit at present but there are changes in school financing taking place.</p> <p>G: Is this funding automatic? And is it ring-fenced for expenditure on school-led tutoring only for PPG children only, or can it also include other vulnerable children? SBO: The amount has been decreasing each year and there is £5000 allocated this year, and this will make up 25% of the total cost. The school could opt out but does not feel that would be sensible.</p> <p>G: Has the member of staff left or are they off probation? SBO: It was extended by a few months and then they passed so they are now working at the school.</p> <p>b) New report format – governors were pleased with the new format for the report.</p> <p>c) Health and safety</p> <ol style="list-style-type: none"> Annual termly H & S audit to be completed by the HT and site manager and reviewed by the LGC – The chair will complete. Any H&S issues to discuss: Trees have been removed. The trim trail is being removed and will be replaced. RAAC inspection is clear according to HCC. 	



	<p>d) Suspension/ exclusions - There have been two suspensions this year.</p> <p>e) Behaviour monitoring – Behaviour is very good across the school and the children are learning well. G: The support for families overall is also supporting the ability to succeed for the children.</p> <p>f) Attendance – the rate has decreased over time through the work of the staff in supporting families and creating good habits and behaviours in the early years. This had a knock-on effect as the children move through the school. The school also changed the medicines policy so that parents could bring in Calpol if needed for the child.</p> <p>g) SEND – the school is very proud of the Woodland provision which creates space for SEND children to access the classroom but also have time to have respite when needed. It also allows for a SEND one to one to work together and have more support in their role.</p> <p>Governors discussed the impact on the children and the positives for the children as a group.</p> <p>The school is also applying for further EHCP's which will mean there could be 20 children with EHCP's. G: Could we employ a special needs teacher if there are so many children with SEND funding? HT: I will be meeting with the Executive team, and we will be reviewing whether there can be extra staff recruited.</p> <p>h) Pupil premium group The thresholds for PPG have not increased in line with inflation or salaries and so there are many families who are not eligible but require additional support. The school is checking for all children who join the school to see if they are eligible.</p> <p>i) Appraisal review – part of the HT report.</p> <p>j) HIP visit feedback and progress against actions – the next meeting will review SEND on the 22nd of November – Denise will attend.</p> <p>k) Stakeholder engagement – the school is working with the Watford Women's centre and Salvation Army.</p> <p>Jenny Cannon left the meeting.</p>	
9	Stakeholder engagement - covered under HT report	
10	<p>Policy tracker review and policies due</p> <p>a) Trust policies approved and available via Governor Hub policies folder: • Trust Business continuity plan</p>	



	<ul style="list-style-type: none"> • Capability • Grievance • Investment Management • Staff special payments • Trust Health and safety • Leave of absence <p>b) School policies:</p> <p>The following policies were approved for use: LHS Business continuity plan, Health and safety, home learning, home school agreement and Marking, feedback, and presentation.</p> <p><i>The HT will update with the appropriate review dates and add to Governor Hub, the website and Every.</i></p>	HT
11	<p><u>Risk register</u></p> <p>a) Governance succession planning for key governance roles – Red risk.</p> <p>b) SEND update – the reputational risk has been increased due to the increased SEND levels of need in the schools.</p>	
12	<p>Training</p> <ul style="list-style-type: none"> • Governor training booked /to be booked/ completed. <ol style="list-style-type: none"> 1. Annual certificate in safer recruitment for primary schools and academies 2. Certificate in managing allegations and the role of the LADO for primary schools and academies • New governor training - Available on the National College website. • Ideas/requests for future sessions - Understanding and managing risk. • Emily Fuller – times table check training feedback – the governor fed back at the meeting and governors thanked the governor for their thorough report. Report uploaded to Governor Hub. 	
13	<p><u>Governor monitoring reports</u></p> <p>a. Safeguarding The safeguarding governor has visited the school and seen evidence of issues being dealt with immediately and in line with policy and procedures. Everything is recorded on CPOMs.</p> <p>b. SEND – report on Governor Hub</p>	
14	Clerks update – Distributed via Governor Hub	



15	Any other business There was no request for any other business at the beginning of the meeting.																									
16	Future Dates <table border="1"> <thead> <tr> <th>Date</th><th>Start</th><th>Meeting</th></tr> </thead> <tbody> <tr> <td>Tue 12 Dec 2023</td><td>18:00</td><td>Inclusive MAT AGM</td></tr> <tr> <td>Wed 31 Jan 2024</td><td>10:00</td><td>Chairs meeting</td></tr> <tr> <td>Wed 7 Feb 2024</td><td>19:00</td><td>LHS LGC meeting</td></tr> <tr> <td>Tue 5 Mar 2024</td><td>19:00</td><td>Governor and Trustee training session</td></tr> <tr> <td>Tue 14 May 2024</td><td>19:00</td><td>Governor and Trustee training session</td></tr> <tr> <td>Wed 26 Jun 2024</td><td>10:00</td><td>Chairs meeting</td></tr> <tr> <td>Wed 3 Jul 2024</td><td>14:00</td><td>LHS LGC meeting</td></tr> </tbody> </table>	Date	Start	Meeting	Tue 12 Dec 2023	18:00	Inclusive MAT AGM	Wed 31 Jan 2024	10:00	Chairs meeting	Wed 7 Feb 2024	19:00	LHS LGC meeting	Tue 5 Mar 2024	19:00	Governor and Trustee training session	Tue 14 May 2024	19:00	Governor and Trustee training session	Wed 26 Jun 2024	10:00	Chairs meeting	Wed 3 Jul 2024	14:00	LHS LGC meeting	
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Appendix A: Matters arising and actions

4.	Matters arising from 20.09.23	
4	Keeping Children Safe in Education 2023 - The clerk explained the Trust has now registered with the National College for all training needs for staff and governance. Governors were asked to register with the National College using this link . There are two training courses for governors to complete for 2023/24: Governors to complete Annual Safeguarding training / Cyber security training for school staff - NCSC.GOV.UK	All governors – agenda item 13
5	Minutes were approved as an accurate record of the meeting and will be signed by the chair electronically via Governor Hub. All matters arising have been completed or are agenda items - see supporting document	Chair - completed
7	Governor Hub review and update - All governors were asked to review by the 20th October 2023: <ul style="list-style-type: none"> • Personal details review • Equalities information update • Annual declarations to be updated • Annual confirmations to be read and confirmed 	All governors – agenda item 6
8	Governors recruitment and induction – Will Bouma is present as a prospective governor. The	Chair – completed



	<p>Chair will meet with Will at the school to explain more about the role</p> <p>NGA skills audit to be completed by all governors and returned to the clerk – clerk@inclusivemat.co.uk – reminder for all governors to complete.</p> <p>There is a Governing body review taking place within the Trust and at present. At present only the safeguarding and SEND governor visits need to be completed. The governors were asked to complete before the next LGC meeting.</p> <p>SEND – Denise / Safeguarding – Mike Visits will be completed this term and posted to Governor Hub</p>	<p>All governors – agenda item 13</p> <p>Chair Denise Shaw – item 13</p>
11	There is an open evening next week which governors were invited to attend. There will be a teacher talk in classrooms and then the HT will give a talk. Next Thursday 5 to 6.30pm.	All governors – completed
13	School policies – Business continuity plans – to be reviewed by the Chair and HT	Chair/HT – agenda item 10
17	National college training – time table check and how children learn multiplication – a couple of governors to complete and feed back at the next meeting. Emily Fuller will complete	Emily Fuller – agenda item 12

Appendix B: Discussion via Governor Hub ahead of the meeting

Emma Lad

Have a look at this:

[nga-skills-dashboard-single-schools-LHS.xlsx](#)

Hello all,

Ahead of the meeting tomorrow at 7pm at the school please see a link to the skills dashboard.

Have a good day

Emma

Michael Dobner

Thanks for the report Jo, it is certainly easier to read.

I just have a few questions.

- 1 What is the difference between Whole School attendance and Statutory Attendance?
- 2 How does unauthorised attendance compare with last year?
- 3 Are the 9 EHCP children all in Early Years or over whole school?
- 4 Were the racist / homophobic reported to the police or dealt with in house?
- 5 PPG, 59 seems very low for the demographic of the school, have the authorities changed the criteria?

See you all on Wednesday.

Mike



Jo Ball

Hi Mike,

Thank you for your questions.

1. Whole school attendance is including under 5s and statutory attendance is 5-11 year-olds. The statutory age for attending school is 5 years.

2. At this point last year the unauthorised absence figure was 1.32% and this year the figure is 1.4%

3. The 9 children with a pending EHCP are children from across the school.

4. The racist and homophobic incidents were dealt with in school. The police support us really well with learning around the protected characteristics and hate crimes.

5. I think I have answered this one below. Yes it is low and something which we are continuously trying to improve however I believe that as the criteria to be eligible for PPG has not changed this prevents a group of vulnerable families from being eligible.

Jo Ball

Have a look at this:

[Governor report Autumn 2.pptx](#)

Good Morning,

I hope you are all well. Please see the attached Headteacher report. We have moved to a more interactive way of sharing the information, using a powerpoint. I do hope that you find it useful.

I will of course present the information in the meeting, but please do ask questions in advance on here to ease the time pressure.

My apologies for uploading this a little late. Technology has not been our strength here at Laurance Haines over the past month, with no secure internet connection and we have not been able work from home. I would like to reassure Governors that we have been safeguarding our children from using the unfiltered wifi and supporting our staff with managing workload . In addition, the Trust have been supporting us to work with InterMIT to rectify the issues so we are up and running as soon as possible.

Looking forward to seeing you all at our meeting next week.

Denise Shaw

Thank you to jo and Jenny for the reports so far. Here are some questions:

Headteacher Report – new layout looks fresh.

Pupil numbers

the numbers look excellent, with nearly all year groups looking to be full, once pending applications are completed. So why where is the discrepancy in the October Census v the forecast? And is it resolvable?

Behaviour

With regards to behaviour – I believe that involving the police in talking to children about hate crimes is an important step in showing children that they must be held accountable for their behaviour, especially after they turn 10, because when the



children get to secondary school, the consequences for racism, homophobic and transphobic bullying, and assault can mean criminal charges and permanent exclusion.

Attendance

excellent work on reducing persistent absence. Does this figure include the same children as last year? If so, what methods were used to reduce persistent absence so significantly?

SEND

I learnt more about The Woodland when I met with The SENCo. Very pleased to hear about how successful the move to small groups has been, not just for the children, but also for the 1:1 staff.

Are the 9 EHCP applications for children new to the school? (ie. Is this in addition to the SEN children we already support)?

PPG

PPG – the finance report says all new pupils have a manual application made for Free School Meals. Do we also re-apply for all students as they move from Year 2 to 3? Although the switch should be automatic, it is not always the case.

Can the downward trend for PPG eligibility be due to the roll-out of Universal Credit, and the very low income cap on PPG eligibility:

Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

School Led Tutoring

Is this funding automatic? And is it ring-fenced for expenditure on school-led tutoring only for PPG children only, or can it also include other vulnerable children?

Do we have to produce impact reports to retain the funding?

The support staff who did not pass probation – what next?

Appraisals

when someone opts out of the appraisal system – what does that mean? How do we ensure targets are set, achieved and that we are making the best use of resources? What impact does it have on people who are getting appraisals, to know that others may choose not to?

Sinead Parmar

Thank you for the report Jo. The new layout definitely feels easier to read.

I echo the same queries as Denise and Mike regarding;

The pupil numbers and the reason for the discrepancy with the census data?

And

The 9 EHCP children if they are new to the school or existing?

Also, had a couple of extra questions

1, why is staff appraisal optional? How do you monitor/track development for those that opt out?

2, I understand that with estates the key issue is the need for the re wire, previously though the move of the classroom block and a multi surface playground being placed there has been mentioned. Are these still on the agenda? Just not top priority at this point?

3, in relation to the racist homophonic incidents- where themes fed in to EDI work? Work groups? Children councils? Staff forums? To review the views/ thoughts and non tolerance to themes at all?

I will see you all on Wednesday. Unfortunately I will be late though. I am due to finish in Aldenham at 7pm, I need to drop my eldest home and then will come to the school. I am hoping to be there for 7.30/7.46.



Sinead

Jo Ball

Hi Sinead,

Thank you for your questions.

1. The appraisal process is developed with personal growth and ambition at the heart. Staff who opt in are looking to progress within the education sector and are looking for promotion. If there is an agreement between the appraiser and appraisee that their conduct and performance is satisfactory then they are given the option to opt out. These members of staff still get a wellbeing check-in three times a year and should their conduct or performance slip, then they would automatically go back into the appraisal process, coupled with supportive measures.
2. We are still looking at having a MUGA in the playground and is a long term aspiration. The re-wiring will hopefully come under a CIF bid and this sits outside of the budget held by school. It is an additional grant that we can apply for. The MUGA would be something which would need to come out of reserves. This is a big, expensive piece of work which will require a large amount of money to execute.
3. We use the scripts in the behaviour policy to support us with the challenge in discrimination of any kind. We have open conversations with staff daily about challenging such comments. We do bring these issues up in more formal ways such as meetings and forums but our approach has been to have open and brave conversations with children, staff and parents immediately. Our developing curriculum is supporting ongoing learning of the protected characteristics and challenging stereotypes.

Jo Ball

Hi Denise,

Thank you for your questions.

Pupil Numbers

Pupil numbers are up on last year but they are not what we had forecasted for this October. This is because we have had families leave the area, families seeking schools nearer to their homes and we have had one child who's family have fled the country. This meant that our actual October census was less than what we had predicted. This will be what the funding will be allocated against.

Behaviour

Working alongside the police has been very beneficial and we will continue to bring them into conversations regarding the protected characteristics and hate crimes.

Attendance

We are really pleased with how we have reduced the persistent absentees. We have done this by building relationships with the families and understanding the root causes of the absences. This has supported families and sustained good attendance. The attendance officer and pastoral lead are instrumental in keeping this figure down.

SEND

This is a mixture of new children which we need to apply for and existing children that we have been building evidence for for some time.

PPG

We do have a thorough system to check for PPG however I am in complete agreement that the problem lies in the income cap. This has not been changed for some time and with salary increases and universal credit families are sitting above the threshold. Not eligible yet still vulnerable.

Pupil Led Tutoring



This is based on the Pupil Premium numbers and similar to the PPG spend can be spent as needed to enhance the provision of children with PPG which will also impact the other children in school. Jenny can answer this in more detail in the meeting.

Appraisals

I think I have answered this above. In terms of the impact on others the system is really motivational as it is built around personal goals. It is not publicly known who has and who hasn't opted in and out. Staff haven't mentioned anything negative about those that may have opted out and in general those that have are grateful to be able to concentrate on being the best they can be within their current role. The wellbeing check-ins support those staff who opt out.

Emma Lad

Hello all,

Please see a link to the initial documentation here: [23.11.08](#) for the meeting on **WEDNESDAY 8th November 2023 at the school at 7pm**

Please let us know if you will be unable to attend

Thank you
Emma

Safina Shan

Sorry I will not be able to attend. Due to my daughter being unwell.

Thank you Safina Shan
3 days ago